



**Mesa Fire and Medical Department
Fire Prevention Division**



An Internationally Accredited Fire Department

RECORDS SEARCH INFORMATION AND FEE SCHEDULE

The Mesa Fire and Medical Department provides the following services for records search and duplication:

The fee for a records search for each address/location is \$30.00 an hour, with a one-hour minimum. Additional time will be charged in 15-minute increments. The charge for each additional 15-minute increment is \$ 7.50. **A \$30.00 check or money order made payable to the City of Mesa is required in advance for the first hour of the search along with a completed records request. Please remit a separate check for each request.**

1. A records search includes Mesa Fire and Medical Department business files, consisting of Mesa Fire and Medical Department inspection records and Mesa Fire and Medical Department hazardous materials incident reports from the past 3 years.
2. Viewing of paper files is no longer available as files are scanned into a records management system.

NOTE: Please submit your request to the City of Mesa Fire Prevention at PO Box 1466, Mesa, AZ 85211-1466. (No faxed requests will be processed). Our telephone number is 480-644-2622. These guidelines will help us expedite the handling of your request.

A records search will be conducted and copies of any or all information pertaining to the above address will be mailed or emailed. We no longer fax these documents. Be sure to include the specific address for **each** request, as data is not stored by parcel number.

Please be advised that our investigation will include records from the date the search is initiated to the previous **three years pursuant to ARS 41-151-12**. Should you require a more extensive search, we recommend that you request information from the Arizona Department of Environmental Quality and/or Maricopa County. Should you learn that an underground fuel tank is located within our city limits, please provide us with that information so that we may incorporate it into our records for future reference.

Fire Prevention
PO Box 1466
Mesa, AZ 85211-1466
480.644.2622 Tel.



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**MESA FIRE/MEDICAL DEPARTMENT
FIRE PREVENTION**

PUBLIC RECORDS REPRODUCTION REQUEST FORM

(Include a separate check along with this form)

This document represents the statement of _____

Requesting Party's Name/Company Name

Requesting Party's Address _____

Telephone Number _____

submitted to this division on _____ requesting that the department provide a photocopy or
Date
other reproduction of certain public record(s) specified below. Record sought must be a valid address.

Record address: _____ **Bldg.#s** _____ **Suite #s** _____

Date(s) of records requested – From _____ to _____

Requesting party seeks information concerning:

- ☐ Types of hazardous materials on site
- ☐ Hazardous materials incidents on record
- ☐ Aboveground or underground fuel tanks removed and date of removal
- ☐ Date of last fire inspection by Mesa Fire and Medical Department
- ☐ Documentation of any Fire Code violations pending

Indicate whether the record(s) is/are to be used for:

- ☐ Non-commercial purpose(s) ☐ Commercial purpose(s)

I, _____, declare that I have read the Information and Instruction
Requesting Party (Printed)

Sheet accompanying this form (or A.R.S. § 39-121.03 itself) and understand the contents therein. I further
declare under penalty of perjury that the foregoing is correct and true.

Requesting Party's Signature

Document may be emailed upon request depending on file size and documentation type. Please indicate how you
prefer the research be returned. _____ **Mail** _____ **Email** _____

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